

RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	SWC 401 Lexmark Software Support		
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Event Description

The State of Tennessee is requesting a bid for a Proprietary Statewide Contract to provide Lexmark Maintenance and Support to current State Users of Lexmark proprietary software being used on State-owned print or multifunction devices. The purpose of this contract is for the support of software solutions created using Lexmark software. For this purpose, hardware is included to allow State Users to replace and maintain their Lexmark hardware as necessary for the support and function of Lexmark software and software solutions.

PRE-BID CONFERENCE NOTIFICATION READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SIPP/h/?tab=PAPP_GUEST Click on the link that says Bid Opportunities and log in with your supplier ID and password. Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid. This is not a bid request; this is a request for information.

Request for Information (RFI) Conference: Pre-Bid Conference

Title: SWC 401 Lexmark Software Support

Description: The purpose of this solicitation is for the State of Tennessee to establish a Statewide Contract to provide Lexmark Maintenance and Support to current State Users of Lexmark proprietary software being used on State-owned print or multifunction devices.

Date/Time: Thursday, August 1, 2019 at 10:30 am CST

Location:
Central Procurement Office
William R. Snodgrass TN Tower, 3rd Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243

Room: Central Procurement Office, Conference Room B

Join via WebEx:
<https://tn.gov.webex.com/tngov/j.php?MTID=m15510df30e0e14cb50c544483dfe16be>
Access Code: 647 371 445
Meeting Password: yXnCJpH2
Call-In Option: 1-415-655-0003

Please Contact Solicitation Coordinator, Eve Whittenburg at 615-253-3000 or Eve.Whittenburg@th.gov

Factor Summary

Question	Response
Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."	<div></div>

Required: Yes Mandatory ResponseNo

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	2
Event Round	Version		
1	1		
Event Name	SWC 401 Lexmark Software Support		
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

Required: Yes Mandatory ResponseNo

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment , or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	3
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Response Comments

Please list the following information:

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Respondent's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Respondent's Website

Required: Yes Mandatory ResponseNo

Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	4
Event Round	Version		
1	1		
Event Name	SWC 401 Lexmark Software Support		
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3) as amended and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to

all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);

- Tennessee local governmental agencies;
- members of the University of Tennessee or Tennessee Board of Regents systems;
- any private nonprofit institution of higher education chartered in Tennessee; and,

any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	5
Event Round	Version		
1	1		
Event Name	SWC 401 Lexmark Software Support		
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

procurement policies and procedures. The State is not responsible or liable for the transactions between Contractor and Authorized Users. Note: If "no", attach exemption request addressed to the Central Procurement Office.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory Response: Yes

Response Comments

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Required: Yes Mandatory Response: No

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	6
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

Provide documentation that your company is an authorized provider of Lexmark products and maintenance for each Group for which your company is responding.

Required: Yes Mandatory ResponseNo

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	7
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Attach your company's completed Evaluation Model.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.
Response Comments

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	8
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time		Finish Time	
07/26/2019 16:00:00 CDT		08/05/2019 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Will your company accept the State's Purchasing Card (P-Card) as a form of payment under this Statewide Contract?

Required: Yes Mandatory ResponseNo

Response Comments

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	9
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time		Finish Time	
07/26/2019 16:00:00 CDT		08/05/2019 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	10
Event Round	Version		
1	1		
Event Name			
SWC 401 Lexmark Software Support			
Start Time		Finish Time	
07/26/2019 16:00:00 CDT		08/05/2019 14:00:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

RFI Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011147	RFI	RFx	11
Event Round	Version		
1	1		
Event Name	SWC 401 Lexmark Software Support		
Start Time	Finish Time		
07/26/2019 16:00:00 CDT	08/05/2019 14:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States
Contact: Eve Whittenburg
Phone: 615/253-3000
Email: eve.whittenburg@tn.gov

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016